



mesa

CONVENTION CENTER

Rules & Regulations

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Please share with your event attendees that the Mesa Convention Center provides free parking,
and offers two Electric Vehicle Charging Stations.



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The Mesa Convention Center Rules and Regulations have been established to ensure that the Mesa Convention Center, its personnel, lessees and related service contractors are working in a safe and orderly environment. These Rules and Regulations should serve as a guideline for all concerned, and are in addition to regulatory codes, ordinances and laws governing event and building operations. Any questions, requests for variations, or exceptions should be promptly submitted to your Event Coordinator and must be approved in writing by Mesa Convention Center Management.

1) Authority

- a) The Director or Designee shall have full responsibility for the operation of the Mesa Convention Center and shall act for and on behalf of the City in management, supervision, and control of these facilities.
- b) The Director or Designee is hereby authorized to enter into license agreements with groups, persons, and entities for events at the Mesa Convention Center, which are in the best interest of the City.
- c) All matters, rules and regulations, or deviations wherefrom, not expressly provided for herein, shall be decided upon by the Mesa Convention Center's management. Rules and Regulations are subject to change without notice.

2) Booking & Scheduling

- a) The Mesa Convention Center is designed to primarily attract corporate, association, government, and social events such as conferences, meetings, banquets, and trade shows from both local and national markets.
- b) The **Booking Policy** and **Calendar of Events** are maintained through the Center's Sales and Marketing Staff. Requests for reservation of dates should be made directly with the Mesa Convention Center's Sales and Marketing Staff. The Mesa Convention Center will subsequently execute an event cost estimate followed by a License Agreement. For additional Booking Policy information, please call (480) 644-2178. In the interest of maximizing the number of events that may utilize the Mesa Convention Center, and the economic impact to the Mesa Convention Center and the City as whole, the following booking guidelines (see booking guidelines table below) have been established.

c)

Space Request Made (prior to first event date)	Applies to	Minimums Required
18+ Months	All Buildings	Guaranteed Minimum Total Revenue of \$15,000 or Utilize 2/3 of Convention Center Space with a Two-Day Minimum
From 12 to 18 Months	Building A	No Minimum Revenue Guarantee
	Building B	Guaranteed Minimum Revenue of \$3,000 per Day (Two-Day Minimum Required if Event day is a Friday or Saturday)
	Building C	Guaranteed Minimum Revenue of \$5,000 per Day (Two-Day Minimum Required if Event day is a Friday or Saturday)
Up to 12 Months	<p>Any requests for reservation of space may be made up to 12 months in advance.</p> <p>Any requests for reservation of space may be subject to 2-day minimum rentals and/or minimum revenue guarantees at some periods throughout the year.</p> <p>These guidelines may be modified at the discretion of the Director or his designee when deemed it is in the best interest of the City to do so.</p>	

Exceptions to booking windows may be made at the discretion of the Director or his/her designee when the events will have a substantial and positive economic impact to the City as a whole.

- d) Protection Period: The Mesa Convention Center, in the best interest of all potential building users, reserves the right to maintain a time period of thirty (30) days between similar types of commercial consumer shows (trade shows, exhibits, family events, etc).
- e) The Mesa Convention Center reserves the right to reschedule, move or cancel a booking if, the Mesa Convention Center determines that the space and date are needed for a larger event having a broader impact on the City as a whole. Advance notice of 60 days will be given, and every effort to reschedule the event will be made. Should the Mesa Convention Center be unable to accommodate the Licensee, full refund of prepaid

deposits, etc. will be issued within fourteen (14) days. The Center also reserves the right to provide alternate space should a booking conflict require moving an event.

- f) Licensees cannot sublet space without prior written approval of the Director.

3) License Agreements

- a) License Agreements shall be issued to all Licensees of space in the Mesa Convention Center. It is the purpose of the License Agreement to provide for the terms and conditions of the rental and all other costs associated with the facility, i.e. catering, equipment, staffing, etc. for both the Licensee and the Center. A signed License Agreement is required for all events.
- b) Licensee (Client) may only hold **one date or dates per event** (“dates” refer to one, multi-day event or program). Licensee may request a “courtesy hold” of up to two (2) weeks, after which time the hold will expire (***automatically cancel***), or a contract will be issued upon request.
- c) A signed contract, deposit, and credit card authorization form are due **one week from date of contract**. If they are not received within the time allotted, the Mesa Convention Center can terminate the Agreement without notice to Licensee.
- d) Space will only be considered confirmed (“Firm”) when applicable deposit and signed contract have been received.
- e) Space holds for inclement weather: If an event is booked outdoors, indoor space is ***not*** held for weather backup. If client wishes to book space for weather backup, Minimum Revenue Guarantees will apply. If suitable space is available the day of the event, we will move the event indoors with a five (5) hour minimum notice, at no additional charge.

4) Payment Terms and Deposits

- a) The Mesa Convention Center requires a NON-REFUNDABLE deposit of 50% of the total facility rental and estimated charges at the time of booking. Balance of charges are due thirty (30) days prior to the event. All deposits and final payments should be made in the form of a credit card, when possible, or check, cashier’s check, or money orders. ***No personal checks*** will be accepted within thirty (30) days of the first date of the event. Please discuss payment options with your Sales Representative.
- b) For events booked within thirty (30) days of the event date, payment will be due in full immediately, and will only be accepted in the form of cash, cashier’s check or major credit card. If payment in full is not received, we reserve the right to cancel.
- c) Final payment is due within thirty (30) days of receipt of invoice. If payment is not received or charged within thirty (30) days of receipt of invoice, the Center may refer unpaid account to the City of Mesa’s collection agency to collect the outstanding balance. Any future events may be cancelled at the Mesa Convention Center’s discretion. Licensee will be restricted from making any future reservations until payment has been received. Licensee shall be liable to the Mesa Convention Center for all

damages suffered by the Mesa Convention Center, including, without limitation, all attorney's fees and costs.

- d) The City of Mesa will assess a charge for any returned checks.

5) Damage Deposits

- a) Certain events may require a damage deposit. Following the conclusion of an event, the damage deposit will be retained until a building inspection is completed, within seven (7) days. The Licensee shall be charged at the time of final settlement for any damages.
- b) An advance damage deposit does not relieve the Licensee of the obligation to provide a Certificate of Insurance coverage (as outlined in the license agreement and in Section 7 "Insurance Requirements" of this manual), nor does it limit the Mesa Convention Center's right to charge the tenant for the full amount of damages incurred.
- c) If no damage is found, or if the deposit posted exceeds the damage claim, the excess damage deposit will be applied to any outstanding charges for rental, equipment, or services. Any remaining deposit balance will be refunded by City of Mesa check or credited to the original credit card.

6) Cancellations

- a) Default Cancellation by Licensee. Should a Licensee cancel a booking more than six (6) months before the first scheduled day of the event, Mesa Convention Center shall retain 50% of meeting room rental, or 25% of the full estimated amount of the event, whichever is greater, as liquidated damages.
- b) If cancellation is between three (3) months to six (6) months before the first scheduled day of the event, Mesa Convention Center shall retain the full rental amount, or 50% of estimated amount of the event, whichever is greater, shall be retained as liquidated damages.
- c) If cancellation request is within three (3) months of the first scheduled day of the event, Mesa Convention Center shall retain the full estimated amount of the event shall be retained as liquidated damages.
- d) Notice of cancellation by Licensee must be made in writing to the Mesa Convention Center.
- e) Rescheduling or Cancellation by City of Mesa. In the event, the Mesa Convention Center is unable to deliver possession of the facilities, deposits and rental payments will be refunded.
- f) Cancellation of Ticketed Events. When a ticketed event cancels, the deposit and any applicable fees will be retained by the Mesa Convention Center.

7) Insurance Requirements

- a) When required by the City, Licensee is to secure and furnish to the City, thirty (30) days prior to occupancy, a policy or policies of insurance written by an insurance company acceptable to the City for insurance coverages appropriate to the nature of the event. Insurance may be required by the Mesa Convention Center as deemed necessary by Management.

Insurance requirements:

- \$1 million: Consumer shows; exhibit shows; trade shows; social events open to the public.
 - \$2 million: Concerts in the Amphitheatre; venue-wide events such as car shows and festivals; any event with a high-risk potential as designated by the Director.
- b) Show Management shall secure and maintain the following insurance through the terms of the License Agreement, at their sole cost and expense, the following insurance:
- Worker's Compensation Insurance in full compliance with all laws covering the Show Management Company's employees
 - Employer's Liability Insurance, covering injury or death of any employee, which may be outside the scope of Worker's Compensation Insurance. This coverage must provide for the Hold Harmless and Indemnification Agreements in the facility license
 - Commercial General Liability, covering independent contractors, premises and operations, bodily injury, property damage and contract liability
 - Fire Legal Liability Insurance
 - Automobile Liability Insurance
- c) The limits of coverage for each type of insurance will be specified in the event License Agreement. The policy or policies listed above shall provide at least:
- A combined single limit of \$1 million per occurrence and, if an aggregate policy, it shall provide a minimum of \$2 million
 - The policies must also include **the City of Mesa, its officers, officials, city council, boards, agents and employees and the Center as additional insureds** for contemplated event, including rehearsal, move-in and/or move-out dates
 - An endorsement reflecting this coverage shall be provided to the Mesa Convention Center.
- d) The Director or Designee reserves the right to cancel the event upon failure of show management to provide such verification within the specified period.

8) Temporary Sales Tax/Business Licenses

The Licensee and their Exhibitors shall be required to comply with, and acquire any and all, applicable federal, state and/or municipal permits or licenses for doing business within the State of Arizona and City of Mesa. For information regarding temporary sales tax or business licenses in the State of Arizona, contact the City of Mesa Tax and Licensing Department at (480) 644-2316.

9) Rental Regulations

a) Services & Facilities Included in Basic Rental:

- General room lighting, heat and air conditioning
- One (1) standard meeting room set-up per day to include, but not limited to:
 - Theater style, classroom style and/or banquet style seating
 - Main Hall may be subject to additional fees depending upon set up
 - Room turns will be subject to room turn fee
- One (1) complimentary head table and registration table per room set
- Table linens will be provided for all catered events.
- Table linens are available at an additional fee for room sets.
- Exhibit Shows: rental rates are based on a “four wall” basis and include heat, air conditioning, and general house lighting.
- Drinking fountains and refillable water stations are located in the public areas of each building.

b) All other services not included in basic rental:

- Show Management electrical service
- Show Management telecommunications service
- Audio-Visual equipment and dedicated labor
- Catering/liquor service
- Table linens for non-catered events
- Speaker's platform
- Room turn fees
- Concession services
- Show Management water and drainage service
- Exhibit Shows: tables, pipe, drape and dedicated labor
- Janitorial and cleaning
- Trash haul fees
- Insurance
- Box Office services
- Any other services or equipment not specified in 9a, above

c) Rates do not include*:

- Technicians
- Stagehands
- Ticket Takers
- Ticket Sellers
- Door Guards
- Police
- Security Personnel
- Ushers

**The number, identity and qualifications of such persons are subject to the approval of the Director or Designee. Charges shall be assessed for additional/special/extra services, facilities, equipment, material, technicians, Box Office services, etc., at prevailing rates and conditions. All rates are subject to change.*

- c) Varying uses of these facilities do not make it possible for the Mesa Convention Center to list all the charges herein. It is the Licensee's responsibility to define specific requirements and inquire about costs and charges to verify if they are covered under the rental rates.
- d) Events for which admission is charged may be subject to profit sharing as a basis for rental charges.

All room sets and decorations must comply with City of Mesa Fire Code and are subject to inspection by a Mesa Fire Marshal.

10) Holidays/Hours of Operation

- a) Services provided on City of Mesa holidays may be subject to overtime rates.

New Year's Day	MLK Holiday	President's Day
Memorial Day	Independence Day	Labor Day
Veteran's Day	Thanksgiving Day	Day after Thanksgiving
Christmas Day		

- b) Hours of Operations:

Monday – Thursday: 7:00am – 10:00pm
 Friday – Saturday: 7:00am – 12:00am
 Sunday: 9:00am – 6:00pm

****Administration/Sales Office Hours are Monday – Friday,
 8:00am-5:00pm***

- c) Facility overtime charges shall be charged if the occupancy exceeds the time specified on the License Agreement. Licensees are advised that overtime rates apply for services provided on City holidays or if occupancy exceeds the standard hours of operations, unless noted in license agreement.
- d) Facility overtime rental rates are quoted per hour. Any fraction of an hour is calculated as a full hour and shall be applied when the facility is used, in excess of, the contracted rental period. Facility overtime rental fees **do not include** the cost of any other additional services.

11) Event Servicing Procedures

Upon execution of the License Agreement, the event will be assigned to an Event Coordinator. The Event Coordinator will meet and/or communicate with the Licensee as necessary to determine the requirements and needs of the Licensee. The assigned Event Coordinator will be the Licensee's primary contact for all questions and will coordinate all event activities. This includes, but is not limited to, seating arrangements, staging, lighting, sound, security, ushers, ticket takers, emergency medical staff, catering, audio visual, décor, and staffing. The Event Coordinator's primary concern will be the safety, comfort and well being of the Center's Licensees and their guests.

12) Move-In and Move-Out

- a) The loading area for Building C is located on the east end of the building, accessed off North Centennial Way. Load-in is also available via the paved Plaza on the south side of Building C. **No unattended parking is allowed in any loading area.**
- b) Mesa Convention Center does **not** have the ability to store or receive freight deliveries prior to move-in. Please direct freight carriers not to deliver prior to move-in or arrange drayage with the show decorator. Early arriving freight will be refused. In like manner, all exhibit materials **must** be removed during move-out or consigned to the show decorator. Any exhibit materials remaining at the conclusion of move-out are considered abandoned and will be disposed of in accordance with City and Department policies.
- c) Due to Fire Code restrictions, move-in or move-out activities are not permitted during show hours or while attendees are on the show floor.
- d) Exhibitors must park in the designated North Parking Lot (located between MLK and University Drives). Vehicles and/or trailers left on the grounds overnight will be required to purchase a parking permit at the prevailing rate and are also restricted to the North Parking Lot. This permit is obtained through our Administration Office and must be displayed on the front windshield. Please note: This service is not available more than 24 hours prior to move-in. Unauthorized vehicles are subject to towing at the owner's expense.

13) Fire Safety

- a) The NFPA 101 Life Safety Code 1994 edition and 1997 Uniform Fire Code have been established as a standard for review with specific revisions and interpretations of occupancies and events at the Mesa Convention Center. Reference copies of the fire code are available through your Event Coordinator. Highlights of pertinent provisions are outlined below:
 - i) All drapes, curtains, table coverings, skirts, carpet or any materials used in exhibits must be flame retardant and are subject to testing by the Fire Marshal.
 - ii) Fire hose cabinets, fire extinguishers, sprinklers, fire exit doors, route of egress and any other fire safety device must not be hidden, obstructed or otherwise disturbed.
 - iii) Crates, packing material, wooden boxes and other highly combustible materials may not be stored in the building.
 - iv) Vehicles on display may have no more than one-quarter tank or 5 gallons of fuel whichever is less. A locking gas cap must be installed, or the tank must be adequately sealed by tape or in some other appropriate manner. At least one battery cable must be disconnected and taped to avoid potential sparks. No vehicles shall be moved during show hours. Protective floor covering must be used underneath the vehicle.
 - v) Due to FAA regulations drones are prohibited inside the Mesa Convention Center facilities.
 - vi) The use of pyrotechnics and welding equipment, open flames or smoke emitting material as part of an exhibit and unusual displays incorporating a large amount of combustible materials (i.e. house structures) must be individually reviewed by Mesa Convention Center management and City of Mesa Fire Marshal.

- b) Additional provisions are contained in the schedule of Fire Safety Rules and Regulations.
- c) The City of Mesa and Mesa Convention Center reserve the right to engage the Fire Marshal in inspecting and enforcing all fire and safety regulations.

14) Event Floor Plan Approval Process

- a) One (1) copy of the event floor plan must be submitted to the assigned Mesa Convention Center Event Coordinator for review and approval at least thirty (30) days prior to the first show day or prior to the sale of booth space. The plans should be no smaller than 8.5" x 11" in size, and should clearly show:
 - Name and date of the event
 - Name of the area in use
 - Official service contractor
 - Date of initial drawing and all revisions
 - Labeled location of all exits
 - Dimensions of all aisle widths, booths and other structures
 - Lobby and other public access layouts
- b) After Mesa Convention Center Management review and approval, the Event Coordinator will forward plans to the Fire Marshal for review and approval.
- c) After Fire Marshal review and approval, the Event Coordinator will return a stamped and approved set of plans to show management and to the official service contractor. The review process generally takes between two and three weeks.
- d) Floor plans **MUST** be approved prior to publishing.
- e) The Fire Marshal approval of a floor plan is conditional. The final approval is given after an on-site inspection by field inspectors.
- f) Changes to a floor plan must be approved by the Event Coordinator and Fire Marshal. Once set, changes to the floor plan may result in additional charges.
- g) Life safety guidelines for acceptable exhibit floor plans are as follows:
 - All points of entrance and egress should have a minimum of 6 feet clear space on all sides. Specific clearances are established for each major entrance and exit and may be confirmed with the Event Coordinator.
 - All aisles leading to an exit must be a minimum of 8 feet wide.
 - A person should have to travel no more than 200 feet from any point in the hall to the nearest exit.
 - Dead end aisles may be no longer than 50 feet.
 - All fire hose connections, extinguisher cabinets, and alarm call stations must be visible at all times with 3 feet clearance.
 - Any column located in an aisle must have a minimum of 6 feet clear passage on at least three sides of the column.

15) Physical Arrangements

No later than thirty (30) days before the first day of the event, Licensee shall provide the Mesa Convention Center a full and complete floor plan for the event for approval. If requested, furnish a description of all electrical, communications systems, and plumbing work. Licensee shall provide Mesa Convention Center with all other information required by the Mesa Convention Center concerning the event such as room or hall set-ups, staging, and food and beverage requirements no later than thirty (30) days before the first day of the event. Once approved, the room will be set to the floor plan specifications. Once the floor plan is set, if changes/modifications occur to the floor plan on site, additional charges may be incurred for those changes/modifications.

16) Services and Equipment

a) Audio-Visual Services:

Full-scale audio-visual services are provided through the Mesa Convention Center. Audio and visual equipment along with operator rates are outlined in the **event estimate**. If clients choose to use an off-site audio-visual provider, ***an audio-visual buyout will be assessed at the prevailing rate, to the client***, to ensure public safety and adherence to Fire Code for their event. Patches into our audio system are not available to clients using an outside audio-visual vendor.

b) Event Personnel

The Mesa Convention Center requires the use of its employees to be paid for by Lessee at the prevailing rate for the following categories: security guards, emergency medical personnel, ticket sellers, ticket takers, ushers, custodial, operations and other similar categories of personnel. Determination of the number of personnel and the hours worked by the various categories shall be at the discretion of Mesa Convention Center Management after consultation with Lessee.

c) Rental of Equipment

The Mesa Convention Center owns and maintains a large inventory of rental equipment. The prevailing rates for this equipment are outlined in our rate schedule and event estimate. All Mesa Convention Center equipment will be set-up and operated by authorized Mesa Convention Center personnel. Tables and chairs, when used for exhibits will be charged for at the prevailing rates. Unless included in rate schedule, any labor charges for operators shall be in addition to the rental charge for the equipment.

d) Cleaning & Trash Removal in the Exhibit Hall

The Mesa Convention Center will clean and maintain public space and aisles (excluding exhibit booths) within exhibit area during move-in, event, and move-out at prevailing labor rates. Additional custodial, clean-up, trash removal, and compactor charges may be assessed for events open to the public.

17) Electrical, Telephone, Utility Services, and Internet

- a) Licensee and exhibitors may request the provision of electrical services from the Mesa Convention Center by completing a Utility Order Form. As a general rule, the decorator for an event provides these forms to exhibitors. All services are provided in-house. Consult your Event Coordinator for information.
- b) The Mesa Convention Center offers limited telephone service for Licensees and exhibitors, subject to line availability. Utility Order Forms for telephone service and the applicable charges are available from the Event Coordinator.
- c) Payment for utilities ordered must be received by the designated date on the Utility Order Form to be eligible for discount rate. Advance orders will be paid by credit card only. If utilities are needed the day of the show and have not been ordered ahead, the order will be subject to additional charges.
- e) The Center has high speed DSL service and wireless available for connection into the Internet. Internet and/or LAN service is available for dedicated or shared access from any location in the Center. Charges for Internet and LAN services are listed on a separate rate schedule.

18) Catering, Concession and Liquor Service

All food and beverage, and concessions **MUST** be provided and controlled exclusively through Personal Touch Catering, the Mesa Convention Center's contracted caterer. **Outside food and beverage is not be allowed on premises.** Food and beverage purchased from the Mesa Convention Center may not be removed from the premises.

There will be a food and beverage minimum required for all events requesting food and beverage. The minimum will be dependent on the estimated number of guests; meeting space requested and seasonal price changes. If the minimum is not met, additional fees and charges will be assessed to meet the contracted food and beverage minimum. The Mesa Convention Center will assess a service charge and taxes at prevailing rates and are subject to change. To provide you and your guests with the highest quality, food service mealtimes will be limited to two hours.

Alcohol Services

Alcoholic beverage service is provided an exclusive Food and Beverage provider.

Consumption of beer, wine or spirits shall only occur in designated locations on the premises of the Mesa Convention Center.

Beer, wine, or spirits of any kind shall **NOT** be sold or brought onto the premises by the Licensee or its agents, sub licensees, exhibitors, employees or guests. In the occurrence an event has procured a donation of beer, wine or spirits, at its discretion, the Mesa Convention Center and its agents must first approve the donation, additional permits/special events licenses may be needed in order to have the donated product on premise. The donated product must be

received and served by the Mesa Convention Center's exclusive Food & Beverage provider, which may result in additional corkage fees.

The Mesa Convention Center reserves the right to restrict service of beer, wine or spirits to any person or event when the Director or designee determines it is in the best interest of the public and the Mesa Convention Center.

Licensee shall conform to all the state and local laws, rules and regulations governing the serving and consumption of beer, wine, and spirits. Violation of any of the provisions related to the sale, use or consumption of beer, wine or spirits affords the Mesa Convention Center the right to impose restrictions and penalties, including, but not limited to, the cancellation of the event without notice at the discretion of the Director.

Provisions of the Mesa Convention Center liquor license prohibit patrons from providing alcoholic beverages from outside sources.

If alcoholic beverages are served, the Mesa Convention Center/Personal Touch Catering is required to request proper identification and refuse alcoholic beverage service to any person who fails to present proper identification or who appears to be intoxicated, according to management discretion, consistent with applicable state regulations.

Concessions

The Mesa Convention Center provides concessions for all events. Concession service has a minimum revenue guarantee of \$100 per hour, with a 4-hour minimum. This minimum includes two concession staff workers. If there is a need for additional staff, it will be determined by the Mesa Convention Center's exclusive Food and Beverage provider and billed accordingly. Amphitheatre staffing minimums will be determined by our Amphitheatre concessionaire, Craft Culinary Concepts and/or Mesa Convention Center.

19) Food Samples

- a) The Mesa Convention Center reserves unto itself all food and beverage distribution rights. Exhibitors wishing to hand out any food or beverage items must make seek approval prior to show with the Mesa Convention Center and Personal Touch Catering.
- b) Exhibitors who process or distribute food in their normal course of business and would like to distribute food samples may be allowed, provided their food samples that are no larger than bite size, and the beverages are no larger than two (2) ounces. An exhibitor who does not manufacture, process, or distribute food as their normal course of business and would like to distribute food must purchase their food samples from the Mesa Convention Center/Personal Touch Catering, at retail prices, and no restriction on the size will be applied. Exhibitors are prohibited from selling samples to patrons.
- c) Kitchen space is for exclusive use by the Mesa Convention Center's exclusive Food and Beverage provider and is not available at any time for Licensee use.
- d) Any equipment needed for sample preparation **MUST** comply with Fire Code and be approved in advance by the Fire Marshal. Please contact the Event Coordinator for clarification.

20) Decorations/Cleaning and Protection of Building Furnishings, Equipment and Finishes

- a) Decorations are not permitted on ceilings, painted surfaces, columns, fabric, decorative walls, or fire sprinklers. All decorative materials must be flameproof in accordance with Fire Regulations. No adhesive backed decals, signs, etc. are allowed on or permitted to be given out on the premises.
- b) Any type of tape to be applied to the floor (including any brand of double-faced carpet tape) must be approved in advance by the Event Coordinator. Licensee is forewarned that many brands of double-faced tape do not come off the floor and the cost for cleanup will be billed to the Licensee.
- c) Following the close of the event, the Licensee must remove all decorations and tape. Any decorations or tape remaining from the event will be removed by the Center staff at the prevailing labor rate.
- d) Under no circumstances may Licensee staple decorations onto any tables owned by the Center.
- e) Any damage to walls, floors, windows, or any other surface or furnishings due to decorations will be billed to the Licensee.
- f) Helium-filled balloons are **NOT** permitted **without prior approval** from the Event Coordinator. Helium tanks must be on approved carts or bases (special circumstances may include: balloons that are **secured** to exhibit booths, architectural features may be allowed with the prior approval of the Event Coordinator). In such an event, the Licensee will remain responsible for the cost of retrieving any stray balloons. **Rice, birdseed, glitter and confetti are not permitted in the facility. A cleaning service charge will be imposed should such items be brought on site for an event.**
- g) Candles and/or open-flamed devices must be pre-approved by the Event Coordinator and follow Fire Code.
- h) Temporary Floor coverings - Carpet runners, show carpet or other temporary floor covering over permanent carpet must be approved in advance. Contact the Event Coordinator for specification of approved tapes to use when installing carpet. Double-faced tape and heat tape are prohibited for direct application to permanent carpeted areas.
- i) Tape removal from exhibit hall floor is the responsibility of the Licensee and their service contractor(s).
- j) Facility planters and furnishings may not be removed or repositioned. Mesa Convention Center personnel shall handle any movement of furniture for event purposes.
- k) Janitorial Services – Mesa Convention Center personnel will clean common use public areas, restrooms, meeting rooms (except when utilized as exhibit area). All other janitorial and cleaning service, beginning with the first day of move-in during show day

and through final day of move out, is the responsibility of Licensee and will be billed at the prevailing rate.

21) Signs and Banners

- a) Large exterior signs and banners are not permitted unless approved by Mesa Convention Center. Exterior signage is not permitted on the City streets or right-of-way. The placement of signs or advertising in the City requires proper license and permits.
- b) Any signs or banners to be located on the Mesa Convention Center premises, inside or outside, must have the approval of the Event Coordinator as to size, quantity, quality, content, location, and method of hanging. Mesa Convention Center will remove – at Licensee’s expense – any unauthorized signs. The method for hanging signs must conform to the instructions under “Decorations” as approved by the Event Coordinator.
- c) Small directional and show promotional signs may be placed in the interior entrances subject to approval in advance by the Event Coordinator. Signage requests will be coordinated with other events utilizing the facilities.

22) Parking

The Mesa Convention Center maintains a 500-space parking lot. These spaces are filled on a first come first serve basis and may be shared with other events at the center. Mesa Convention Center/Mesa Amphitheatre reserves the right to establish and change parking fees at any time in all locations.

23) Security and Public Safety

- a) Safety of all occupants of the Mesa Convention Center is of primary concern. Any unsafe condition or activity should be immediately reported to Mesa Convention Center personnel and the responsible party for corrective measures.
- b) Mesa Convention Center does not provide 24-hour security. Show Management is responsible for complete security within all leased space. The Mesa Convention Center, in conjunction with Show Management, will conduct an analysis of each event according to the nature of the event, attendance, areas in use, and consideration for any additional events during the same time when determining additional security and first aid personnel requirements. This also include exhibitor move-in and move-out periods. Lessee is responsible for all costs of such personnel during their lease term.
- c) All Mesa Convention Center employees wear City of Mesa photo identification badges while servicing events. Show Management may refuse access to employees without visible and proper City of Mesa identification. Properly identified City of Mesa employees on Mesa Convention Center business have the right of access, as needed, to all Center space at all times. Mesa Convention Center employees are not obligated to wear additional identification for right of access.

- d) Event Coordinators will provide an estimate of security requirements upon execution of the License Agreement. Licensee shall immediately notify the Director or designee if conditions change after issuance of the license. In the event of such notice, the Director or designee may, without notice, revise the security requirements at the Licensee's expense.
- e) The Licensee shall pay in advance (event estimate) the cost for security at the time of the issuance of the License Agreement. If Licensee notifies the City that events have changed after the issuance of the license, the Licensee shall pay in advanced any necessary security costs at a time designated by the Director or designee, but no later than prior to the date of the event.
- f) **If the Licensee fails to pay for security in advance, the Mesa Convention Center shall add those additional fees and charges to the final estimate.**
- g) **All events utilizing alcohol service must obtain security.** The Mesa Convention Center has established minimum-security requirements for events utilizing alcoholic beverage service. The Director or designee may increase security requirements at their discretion.
- h) Animals and pets are not permitted in the building except in conjunction with an authorized exhibit, display or performance, or as service animals. Where an animal is used in an authorized exhibit, display or performance, the animal is to remain in a properly enclosed pen or cage when not performing.

24) Fax and Copy Services

The Mesa Convention Center offers fax/copying service housed in the Administration Office located in Building A. Document reproduction/faxes is available at the prevailing rate per copy during the business hours of 8:00am-5:00pm, Monday – Friday.

25) Lost and Found

The Center assumes no responsibility for personal items, meeting room equipment or decorations left in rooms. However, the Mesa Convention Center's Administration Office can be contacted at (480) 644-2178 to see if any items have been found. City policy requires the Mesa Convention Center to turn found items over to the Parks, Recreation & Community Facilities Administrative Offices (located at 708 W. Baseline Rd. Building 4, Mesa, Arizona 85210) 30 days after the found date, the items will then be processed for City auction according to City policy.

26) Rigging

- a) All rigging in the Mesa Convention Center is exclusive to the Center's in-house Audio-Visual provider and shall be in accordance with all national, state and local safety codes, including, but not limited to OSHA, BOCA and the Center's policy.
- b) No rigging is allowed in meeting rooms.